

Determination of Total Kjeldahl Nitrogen by Semi-Automated Colorimetry EPA Method 351.2 Revision 2.0					
Facility Name: _____ VELAP ID _____					
Assessor Name: _____ Analyst Name: _____ Inspection Date _____					
Relevant Aspect of Standards	Method Reference	Y	N	N/A	Comments
Records Examined: SOP Number/ Revision/ Date _____ Analyst: _____					
Sample ID: _____ Date of Sample Preparation: _____ Date of Analysis: _____					
Were samples collected in thoroughly cleaned plastic or glass bottles?	8.1				
Were samples preserved with sulfuric acid to a pH of <2 and cooled to 4°C at the time of collection?	8.2				
If samples were not analyzed as soon as possible after collection, were they maintained at 4°C for no longer than 28 days?	8.3				
Was an instrument linear calibration range determined initially, every 6 months, or whenever a significant change in the instrument was observed?	9.2.2				
Was a QCS analyzed and verified to be within $\pm 10\%$ of stated value when beginning this method and quarterly thereafter?	9.2.3, 10.7				
Were MDLs established initially, every 6 months, when new operators began work, or whenever a significant change change in instrument was observed?	9.2.4				
Was an LRB analyzed with each batch of samples and determined to be less than the MDL?	9.3.1				
Was an LFB analyzed with each batch of samples and determined to have a percent recovery of 90-110% or within $\pm 3$ standard deviations of the percent mean recovery?	9.3.2, 9.3.3				
Was a mid-range check standard (IPC solution) analyzed immediately following calibration and every 10 samples thereafter and determine to be within $\pm 10\%$ ?	9.3.4				
Notes/Comments:					

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If an IPC solution fell outside of $\pm 10\%$ , was it only reanalyzed <b>once</b> ?	9.3.4				
Were a minimum of 10% of routine samples fortified into LFM's and determined to have recoveries of 90-110%?	9.4.1, 9.4.2				
If LFM's fall outside of 90-110% recovery, were the LFM's failures determined to be due to matrix related not system related?	9.4.4				
Were there at least three standards used for calibration?	10.1				
Were samples, standards and blanks heated at 160°C for 1 hour prior to being heated at 380°C for 30 minutes?	11.4, 11.5				
Were samples that exceeded the highest calibration standards diluted, and only the values that fell between the lowest and highest calibration standards reported?	12.2				

Notes/Comments: